

	NECOTRANS	Thalia - Modes of operation Companion to the manual	
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2007/V1 : proposal for a common manual "Group". Proposal not adopted.

July 2015/V2 : basic modification v.1 by rq JB.Dubois to accompany the agency in China.

The purpose of this document is to describe the refinements of Thalia's modes of operation which enable adaptation and full utilization of the accounting software in conformity with Group practices. It does not constitute a software user's manual. The pdf file provided with the software package fulfills that purpose. Users should, therefore, refer to both documents for a complete account of the program's functionality.

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1 - SETTINGS

1.1 - Task List

Action	Frequency	Who?	Who checks?
Criteria tables	immediate	IT	CFO
Group management	immediate	IT	CFO
User management	immediate	IT	CFO
Classes	immediate	CFO	
Logs	immediate	CFO	
Currency management	immediate	CFO	
Incident reports	immediate	IT	CFO
Data security	monthly/daily	IT	IT Mgr.
Ledger entry validation	monthly/weekly	DOC Mgr.	CFO
Monthly closing	monthly	DOC Mgr.	CFO
Annual closing	annual	CFO	
Draft annual report	annual	CFO	

1.2 - Immediate operations

1.2.1 Criteria tables

Process

- *THALIA 8: Parameters → Criteria tables → Update*

1.2.2 Classes

Description of the principal fields in the Class form

Field	Description
Class code	Coding: SYSCOA/OHADA, or specialized
Category	Category of the class
Account structure	Structure of accounts in this class. "N" signifies a fixed length for accounts in this class
Account edit	Signifies whether letterable, reconcilable, both or neither
Direction	Signifies data entry direction -- default, required, or not specified
Closing option	Specifies whether the account is subject to closing and, if so, to what income statement

Field	Description
Reopening option	Specifies reopening parameters: cumulative, detailed or mixed
Permissions level	Sets account retrieval/edit permissions for a group or user
Analytical breakdown option	Sets rules for analytic processing of classes (e.g., on Axis 1, complete breakdown is required for classes 6, 7 and 8) Account groupings may be pre-defined by default, or prohibited

1.2.3 Creation, modification and deletion of classes

Process

- *THALIA 8: Files → Account classes*
- *Go to left-hand column of the class to be modified.*
- *Make any modifications in the right-hand pane.*
- *Check "Update accounts" to save changes to accounts in this class if needed.*
- *Confirm.*

1.2.4 Currency management

A standard currency is defined.

Process

- *THALIA 8: Files → Currency*
- *Enter exchange rate history.*

1.2.5 Ledger entry checking

Entry checking essentially verifies the consistency of data in accounts (ledger tables.)

Process

- *THALIA 8: Manage → Check **
- *Check 1, 2 et 3: Balance of entries*
- *Check 4: Balance of items*
- *Check 5: Suppression of ledger entries not associated with an account*
- *Check 6: Creation of accounts not already in the project*
- *Check 7: List of unbalanced items (by item n°)*
- *Check 8: IdPiece duplicated in different tables*
- *Check 9: Orphan analytical lines*

** Important : this operation is not routine.*

1.2.6 Incident reports

In case of accidental duplication of ledger entry, contact your administrator.

Process

- *Menu : Utilities → Actions*
- *Function : GESTION MISEAJOURINDEX*
- *Function : GESTION CONTROLEDOUBLONS*

- Function : UTILITAIRE CORRIGECOMPTEURS

In case of system incidents or unlisted incidents:

- ⇒ make a note of the error message displayed,
- ⇒ try to determine the cause of the crash (e.g. failure of a workstation or a printer in process, ...)
- ⇒ if the incident occurred during data entry, check whether the data exists, partly exists or does not exist,
- ⇒ contact your administrator

1.3 - Daily operations

1.3.1 Data saving

Adaptable to local agency practices.

Process

- Menu : Utilities → Data saving

2 - CODIFICATION RULES

2.1 - General accounts

The rules generally follow OHADA directives, adapted for each country. Scope of accounts for the whole project is at the discretion of the local CFO.

2.2 - Analytical axes

Five axes of analytical account management are considered

Axis	Content
1	Services on income statements
2	<i>Vehicles (used freely)</i>
3	Transit records for import accounts
4	Layover records for import accounts
5	Shipping records for import accounts

A Group decision on handling workshop management has not yet been taken, other than Axis #1 which has general application.

2.3 - Analytical sections

2.3.1 Axis 1: Service

Code = 2 different numerical characters; depends on agency

Grouping = grouping code, 2 different numerical characters; depends on agency

2.3.2 Axis 2: Vehicle

Code = license plate, no spaces (heading = vehicle)

Unused axis -- processing transferred to workshop management.

2.3.3 Axis 3: Transit

Code = 3 letters + chronological numeric sequence derived from Winspot -- retrieved in **Compta** as a 3-letter code followed by 7 numerical characters, ranged right and zero-filled (example : MAE 345 in Winspot becomes MAE0000345)

2.3.4 Axis 4: Layover

Code = 1 letter + 3 numbers = 4-chr code from Winspot

2.3.5 Axis 5: Shipping

Code = 1 letter + 3 numbers, followed by I (Import) or E (Export) = 5-chr code from Winspot

2.4 - Logs

Logging is dependent on local needs, with the exception of logs deriving data from Winspot which are:

Code	ID	Heading
WAS	62	Purchases Winspot Shipping *
WCA	63	Till Winspot
WVS	64	Sales Winspot Shipping
WVT	65	Sales Winspot Transit
WVE	66	Sales Winspot Layover
WAT	67	Purchases Winspot Transit
WAE	68	Purchases Winspot Layover

** For small operations, log ID 64 may be shared by Sales Winspot Shipping, Transit and Layover.*

2.5 - Grouping codes

In management accounting, grouping codes afford an overview of sections of an account grouped by type of transaction. Every general income statement has an associated grouping code, according to its configuration and the applicable data entry rules in the accounting plan (column 3 of the pane "Breakdown and grouping by analytical axis".)

The code in Axis 1 reveals the customer associated with the charge, whereas the grouping code shows what type of transaction it is. Thus, between a section-by-section analysis (showing the balance in each section) and an account-by-account analysis (presenting, for each section, the general account assignments), the analytical balance may be developed per grouping (presenting, in readable format, the types of charges/products in each section.)

The grouping table is criteria table 351, updated as required. We recommend the establishment of a grouping plan common to all agencies, trade by trade.

Process

- Menu: Settings → Criteria tables → Update
- Select table 351, fill and confirm all fields (leave 0 empty)
- Menu: Files → Accounting plan → Edit
- Select the required grouping from the pane "Breakdown and grouping by analytical axis."

3 - GENERAL ACCOUNTING PRINCIPLES

3.1 - Accounting plan

The structure of the accounting plan depends on the needs of the individual agency. By default, an account takes on the characteristics of its class. All fields are modifiable. The most important fields in the account form are as follows:

Field	Description *
Account	Account code
Category	Account category
Alphabetic key	Shorthand key, used for quick search or for linking several accounts sharing the same key (e.g. group accounts)
No input allowed	Used to inhibit editing
Account type	Specifies the auxiliary account type
Account edit	Signifies whether letterable, reconcilable, both or neither
Direction	Signifies data entry direction -- default, required, or not specified
Closing option	Specifies whether the account is subject to closing and, if so, to what income statement
Reopening option	Specifies reopening parameters: cumulative, detailed or mixed
Permissions level	Sets account retrieval/edit permissions for a group or user
Analytical breakdown	Sets rules for analytic processing of classes (e.g. "On Axis 1, complete breakdown is required for classes 6, 7 and 8".) Account groupings may be pre-defined by default, or prohibited
Third party form	Add the third party account and enter the details

** By default, assumes the settings of its class when the account is created*

Process

- Menu: Files → Accounting plan → Edit
- Select the account to be edited in the left-hand pane.
- Edit in the right-hand pane.

3.2 - Ledger entries

3.2.1 Data entry mode

In THALIA, ledger entries may be performed in four different modes:

- ⇒ Interface: default mode for imported entries
- ⇒ Daybook: default mode for temporary entries (entries of this type are always editable)
- ⇒ Simulated: this mode is used for ledger entries that are subject to reversal, for projected entries or for non-accounting entries at the end of any edit session
- ⇒ Accountant: final, not modifiable

The main advantage of the "daybook" mode is that, prior to its final confirmation ("accountant" state), an entry may be modified or corrected at any time. "Accountant" mode signifies a definitive confirmation of entries after they have been checked. Once entries have been designated as such no further modification is possible.

Process

- Menu: Entry → Journals: Entry
- Select journal
- Select period

3.2.2 Line item entry

The screenshot shows the 'Saisie du journal OD1 (OD) sur la période mars 2015 pour l'état Brouillard' window. The interface is divided into several panes:

- Top pane:** Contains 'Solde compte de référence' and 'Solde et cumuls journal' sections with input fields for 'Solde', 'C', '0,00', 'EURO', and values '97 708,13' and '97 708,13'.
- Middle pane:** Displays a list of line items. The first column shows 'N° pièce' (08, 09, 10, 14, 25, 26) and 'Jou' (9 C, 23, 31 Regu, 31 Pat, 31 URSSAF Forfait soci, 31 TVA 1ER TRIM 2015). The second column shows 'Libellé pièce' (on cl, Imm, Forfait soci, TVA 1ER TRIM 2015). The third column shows 'Numéro' (26, 445620, 445630, 445660, 445661, 445662, 445663, 445664, 445665, 445668, 445712, 445713, 445742, 445749). The fourth column shows 'Jou' (31, 31, 31, 31, 31, 31, 31, 31, 31, 31, 31, 31, 31, 31). The fifth column shows 'Code op.' (OD, OD, OD, OD, OD, OD, OD, OD, OD, OD, OD, OD, OD, OD). The sixth column shows 'Date pièce' (31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015). The seventh column shows 'Date Taux' (31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015, 31/03/2015). The eighth column shows 'Taux' (1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1). The ninth column shows 'I/C' (Cer, Cer, Cer, Cer, Cer, Cer, Cer, Cer, Cer, Cer, Cer, Cer, Cer, Cer). The tenth column shows 'EURO' (65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26). The eleventh column shows 'Débit (EURO)' (0,00, 0,00, 0,00, 0,00, 0,00, 0,00, 0,00, 0,00, 0,00, 0,00, 0,00, 0,00, 0,00). The twelfth column shows 'Crédit (EURO)' (65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26, 65 684,26).
- Bottom pane:** Contains 'Pièce sélectionnée' and 'Détail de l'écriture sélectionnée' sections. The 'Pièce sélectionnée' section shows 'Annule saisie' (F11), 'ID: 33814', 'ID lot: 440', 'Date comptable: 31/03/2015', 'Compte en cours', 'Calcule solde' (F12), and '445620'. The 'Détail de l'écriture sélectionnée' section shows 'Compte: 445620', 'Libellé: TVA IMMOBILISATIONS', 'Code op.: OD', 'Pièce tiers: 48552552', 'Quantité: 0,00', 'Date valeur: 30/03/2015', 'Pointage: 31/03/2015', 'Mémorandum: 1, 2, 3, 4', 'Devise: EURO', 'Débit: 0,00', 'Crédit: 4 076,52', 'Site: Siège', 'Repr.: NA', 'ID ligne: 309582', and 'Statut: Enregistrée'.

The line item entry screen is partitioned into these panes:

- ⇒ Left: item list
- ⇒ Upper right: item header
- ⇒ Lower right: line detail
- ⇒ Center right: line by line item detail

Process

- Menu: Entry → Journals: Entry
- To add an item, click on "Insert."
- The cursor jumps to the top of the screen for entry of item number, date, operation code, date and global category of the item.
- The cursor then jumps to the bottom of the screen for entry of line detail including the account, the total debit/credit, the sub-category, the third party reference number, the due date, plus any other needed data (e.g. memo, quantity...)
- Press F2 to jump to the next line.

Process – Ancillary functions

-  = complete deletion of a line item
-  = validation of a journal
-  = entry of a new item without leaving this screen
- F3 = deletion of one line
- F7 = reconciliation of ledger entries
- F10 = automatic balance of the item being entered by the suspense account specified in the journal
- F5 = access to analytic distribution (when the account is in compulsory entry, the distribution window opens automatically)

3.3 - Account lettering

Partition of the entry screen:

- ⇒ Select the account in line 1 of the upper pane.
- ⇒ Unlettered entries are displayed in the "Lettering" tab.
- ⇒ Lettered entries are displayed in the "Unlettering" tab together with their letter codes.

Process

- Menu: Entry → Manual lettering (all accounts accessible)
- Select the account in the upper pane.
- Check the checkbox at left or right beside entries that belong together (F2 for group lettering.)
- When all entries belonging together have been checked (see the box "Balance of reconciled entries" at top of the screen), press F4 to make these entries switch over to the "Unlettering" tab. Repeat as often as necessary, then press F8 to move to the next account.
- Menu: Entry → Automatic lettering (e.g. auto-lettering by item number.)

3.4 - Creating interfaces**3.4.1 Winspot interface**

Accounting interface in Winspot

- ⇒ Generation of text files
- ⇒ Generation of journals for interfaces

3.4.2 Importing line items

This procedure is in process of modification by IDE implementation.

Importing files to **Thalia**

- ⇒ Importing text files
- ⇒ Winspot centralized journal edit
- ⇒ Checking
- ⇒ Validation of Winspot journals in accounting mode

Process

- Menu: Entry → Journals: import
- Specify the name of the file to be imported.
- Check the checkbox "New account creation."
- Check the checkbox "Creation of analytic accounts."

- Select any other options for this file.
- F8 to confirm.
- Menu: Entry → Ledger entry validation

3.5 - Item numbers

Follow local rules for each agency.

3.6 - Validation operations

3.6.1 Monthly closure

At the end of every month, that month is considered closed. This implies:

- ⇒ Validation of ledger entries
- ⇒ Prohibition of all entries in closed periods

Process

- *Menu: Entry → Ledger entry validation*
- *In the right-hand pane, select the period and state(s) to be validated. **
- *In the left-hand pane, check the journals to be validated (first column on the left.)*
- *Press F8.*

- *Menu: Files → Journals → F4 Period entry*
- *Specification of prohibited groups and/or users.*

** It is possible to pass from one state to a higher state (e.g. from "interface" to "daybook")*

3.6.2 Provisional yearly closure (at end of financial year)

The aim here is to:

- ⇒ Open the new year
- ⇒ Run cumulative and/or detail reports
- ⇒ Work on both years in parallel

As many provisional closures as necessary may be implemented. Thus "carry forward" account sheets may easily be updated, especially during a "switch period" between years.

Process

- *Menu: File → Financial year*
- *In "Year mode", select "Closable"*

- *Menu: Management → Closure, reopening → Provisional closure*
- *The system creates a new year and carries forward the ledger entries in detail or cumulative to the new year (depends on the settings of the two accounts). The two years are then modifiable in parallel.*

3.6.3 Final closure (at end of financial year)

The final closure operation is a logical extension of the provisional closure procedure. The principle is exactly the same, except that the closure is irreversibly permanent. Although the general principle is the same, a few points should be noted for the process.

Process

- *Menu: Utilities → Data saving*
- *Enter the name of a file to save your information to before final closure. This file will be preserved as a precaution.*

- *Menu: Management → Closure, reopening → Final closure*

4 - COMPTA SUPPLIER

4.1 - Creation of supplier accounts

This procedure is in process of modification.
Supplier accounts must first be created in the books.

Process

- Menu: **Files** → **Accounting plan (or Third party)**
- Click on "Third party file" and fill out all details of the supplier, as well as any legal requirements.

4.2 - Invoicing

Handled in Winspot. This procedure is in process of modification, by IDE.

4.3 - Supplier resources

4.3.1 Supplier schedules

The aim here is to print outstanding supplier transactions over a range of due dates. The date ranges are normally derived from operation and/or configuration of supplier accounts.

Process

- Menu: **Printouts** → **Third parties** → **Schedules**
- Tab "Main": Select suppliers, the date to be used as the calculation basis (normally the due date) plus the reference date for calculation of date ranges (by default, today's date or end of prior month.)

The screenshot shows the 'Sélection principale' window. It has two main tabs: 'Périodes' and 'Variables spécifiques'. Under 'Périodes', there are sub-tabs 'Ecritures (principal)' and 'Ecritures (détail)'. The 'Ecritures (principal)' tab is active, showing a 'Sélection principale' section. This section includes a 'Comptes' (Accounts) section with the following fields: 'Filtre pré-enregistré' (Set to 'Par défaut'), 'Compte' (Set to '40'), 'Caractères joker' (Set to '*'), 'Classe' (Set to '4'), 'Type' (Set to 'DateEcheance'), and 'Valeur de référence' (Set to '21/07/2015'). There are also two 'à:' fields with values '40zzzzzzzzzz' and '4zzzzzzzzzzzz'. Red 'X' marks are visible next to the 'Type' and 'Valeur de référence' fields.

- Tab "Ledger entries (main)": Unlettered entries may be selected

The screenshot shows the 'Lettrage' window. It has a 'Code lettrage' field set to 'zzzzzzzzzz' and a 'Date de lettrage' field set to '01/01/1981'. There are also 'à:' fields with values 'zzzzzzzzzz' and '01/01/1981'.

- Tab "Date ranges": The screen capture below shows how to set up date ranges so as to obtain a breakdown by date range (5 ranges and 2 extremities shown here.)

Périodes		Variables spécifiques	
Périodes Nb de périodes: 5		Date de référence Type: DateEcheance Valeur (v0): 21/07/2015	
N°	Date début	Date fin	
1	V0+1J	V0+7J	DATES PREDEFINIES : d0=date du jour d1=date début d'exercice d2=date de fin d'exercice d3 à d20=dates libres définies pour l'exercice
2	V0+7J/+1J	V0+13J	
3	V0+13J/+1J	V0+19J	
4	V0+19J/+1J	V0+25J	
5	V0+25J/+1J	V0+31J	
6			
7			
8			
9			
10			
11			
12			

- Several statement types are available, depending on the number of date ranges (5, 7 or 12) and the destination of the statement (printer, preview, Excel or text file.)

5 - COMPTA CLIENT & DISBURSEMENT

5.1 - Invoices & payments

Handled in Winspot. This procedure is in process of modification, by IDE.

5.2 - Client resources

5.2.1 Client aged balances

The aim here is to print out client supply statements by due date ranges.

See also the recommended procedure for Magellan extractions for accounts of type "corporate."

Process

- Menu: Printouts → Third parties → Aged balance

Tab "Main": Select clients, the date to be used as the calculation basis (normally the due date) plus the reference date for calculation of date ranges (by default, today's date or end of prior month.)

- Tab "Ledger entries (main)": Unlettered entries may be selected.

- Tab "Date ranges": The screen capture below shows how to set up date ranges so as to obtain a breakdown by date range (3 ranges and 2 extremities shown here.)

N°	Date début	Date fin
1	V0-3M	V0-2M/-1J
2	V0-2M	V0-1M/-1J
3	V0-1M	V0-1J
4		
5		
6		
7		
8		
9		
10		
11		
12		

- Several statement types are available, depending on the number of date ranges (5, 7 or 12) and the destination of the statement (printer, preview, Excel or text file.)

6 - BANK ACCOUNTS

This chapter will need updating if cash management methods are common to all agencies.

6.1.1 Reconciliation of bank accounts

Reconciliation of bank accounts is highly dependent on timely receipt of bank statements. It is important that they arrive with sufficient frequency for correct reconciliation to be possible.

The system retrieves the last statement. The user then enters the new statement, and ledger entries associated with the new statement are reconciled with the bank. At the end of the process, the bank/ledger balances are the same (error = 0.)

Process

- *Menu: Display → Account reconciliation*
- *Select the bank account to be reconciled. The system automatically retrieves the balance of the last reconciled statement.*
- *In the middle of the screen, define the balance (and direction) of the new statement. The difference is shown in the red box.*
- *In the lower pane, check (double-click or F2) all transactions on the new statement. As reconciliation proceeds, transactions move to the upper pane.*
- *At the end of reconciliation, the error shown should be 0.*

Any ledger entries not reconciled with the bank statement should be collected and printed out for reference.

Process

- *Menu : Printouts → Bank → Comparison*
- *Select the account and the date of the statement.*

7 - ASSETS

7.1 - Creation / Modification of properties

A property is created in the "Assets" part of the program on receipt of an invoice from the supplier. Properties may be created even after the commissioning period. However, in such a case, since allocations are processed on a monthly basis, do not forget to allow for allocation catch-up in the accounting. It is preferable to create new properties within the accounting month in which they are put into service, to avoid any catch-up problems.

Likewise, this will avoid any problems if properties are created in anticipation, that is to say with a commissioning date later than the current accounting month.

Process

- *Menu Assets: File → Properties*
- *Enter descriptive information in the first tab, and accounting data in the second.*

7.2 - Property records

Property printouts may be in the form of simple lists (list of property by location, list of property in service, list of property disposed of in the financial year, etc.) or in the form of allocation statements.

Since allocations are calculated on a monthly basis, the "monthly allocations" statement is used to limit dates to the current month.

Process

- *Menu: Printouts → Properties & Amortizations*

7.3 - Accounting gateway

The accounting gateway generates:

- ⇒ A simulation of ledger entries without changing the accounting period,
- ⇒ Calculation of property allocations, changing the accounting period but without a gateway file,
- ⇒ Calculation of property allocations, changing the accounting period with a gateway file for allocation entries.

The type of gateway is a user choice (normally the third type.) After gateway operation, the accounting period switches to the following month.

Process

- *Menu: Operations → Accounting gateway*

8 - ANALYTICAL & PROCESSING DISPLAYS

There are 5 axes of analytical account management:

- ⇒ Axis 1 = Services
- ⇒ Axis 2 = Vehicles (unused, transferred to workshop management)
- ⇒ Axis 3 = Transit records
- ⇒ Axis 4 = Layover records
- ⇒ Axis 5 = Shipping records

Analytical displays of all axes are processed in general accounting. There is no analytical display as such.

8.1 - Closure operations

8.1.1 Annual closure, annual report

Axes 3, 4 et 5 need to be reopened from one financial year to another. In practice, it is necessary to keep track of import/export records which may not necessarily be closed at end-of-year.

Process

- Select the analytic axis, either 3, 4 et 5 (axis 1 is not extended)
- *THALIA 8: Management* → *Closure, reopening* → *Analytic reopening*
- *Letter the records for which this is possible, to limit reports*

- *If necessary, change the wording of the report title*
- *Select the report mode: normally "Reopening detailed (unlettered records only)"*

9 - ANALYTIC RECORDS

9.1 - Analytic balance

The analytic balance module offers printouts on each axis of the Debit, Credit and Balance D/C of each section. There are many options for data sorting on the selection screen.

Publishing mask: Analytic balance (CTE402S0)

Process

- *Select the required analytic axis*
- *Menu: Printouts* → *Balance* → *Analytic balance*
- *Select as needed from four tabs*
- *Press F8*
- *Select a publishing mask*

9.2 - Grouped analytic balance

The grouped analytic balance module offers printouts on axis 1 of the Debit, Credit and Balance D/C of each section, grouped by type of transaction. The current section is in the table header. The table rows show the groupings and, if required, the associated general accounts. There are many options for data sorting on the selection screen.

9.2.1 Simple grouping

Publishing mask: Analytic balance validated/grouped (CTE403S0)

Process

- Menu: *Printouts* → *Balance* → *Grouped analytic balance*
- Select as needed from four tabs
- Uncheck the checkbox "Detailed ledger entries" if you just want a summary table

Sélection détaillée

Gestion des quantités:	Tous
Option de saisie:	Tous
Option de suppression:	Tous
Option des A Nouveaux:	Tous
Ecritures détaillées:	☐
Axe 1 - Critère compte 1:	Tous
Axe 1 - Critère compte 2:	Tous

- Press F8
- Select a publishing mask

9.2.2 Validated general accounts, summary or detailed

Publishing mask:

- ⇒ Analytic balance validated/grouped detailed (CTE403S0) printout of the general ledger
- ⇒ Analytic balance validated/grouped summary (CTE403S1) printout of the balance of general accounts

Process

- Menu: *Printouts* → *Balance* → *Grouped analytic balance*
- Select as needed from four tabs
- Check the checkbox "Detailed ledger entries" to include justified ledger entries

Sélection détaillée

Gestion des quantités:	Tous
Option de saisie:	Tous
Option de suppression:	Tous
Option des A Nouveaux:	Tous
Ecritures détaillées:	☒
Axe 1 - Critère compte 1:	Tous
Axe 1 - Critère compte 2:	Tous
Axe 1 - Critère compte 3:	Tous

- Press F8
- Select a publishing mask

9.3 - Analytic balance, single account

This type of analytic balance offers printouts on all axes of the Debit, Credit and Balance D/C of each section with justification of the general accounts. There are many options for data sorting on the selection screen.

Publishing mask: Analytic balance, single account (mask CTE404S0)

Process

- *Menu: Printouts → Balance → Analytic balance single account*
- *Select as needed from four tabs*
- *Press F8*
- *Select a publishing mask*

10 - BUDGET MANAGEMENT

10.1 - Allocation keys

Six standard allocation keys are built in (manual, monthly invariant, bi-monthly even, bimonthly odd, three-monthly and six-monthly). The following keys are customizable as needed by an individual agency (e.g. monthly allocation with seasonal variations.)

Process

- *Select Axis 1, Service*
- *Menu: Budget → Definition → Allocation keys*
- *Starting from key #6, enter a label for each key*
- *Enter the allocation period for each key on the right, including monthly weighting*

10.2 - Budget definition

Budgeting is handled general account by general account in each analytic section. Thus detailed budgeting of sections may be printed out, broken down by account and sorted into groupings.

Process

- *Select axis 1, Service*
- *Menu: Budget → Definition → General account budget*

Budget analytique: saisie par compte général

Compte: 04 Libellé: LIVRAISONS TCS

Données d'entête
ID: 113 Compte: 04 Type: AG1
Mémo: Nature: Charge
Répartition budget: 1 Répartition homogène Etat: En cours

Valeur Quantité

Totaux:		1 500 000	0	1 500 000
n	Période	Montant budget	Montant révision	Total
1	janvier 2007	125 000	0	125 000
2	février 2007	125 000	0	125 000
3	mars 2007	125 000	0	125 000
4	avril 2007	125 000	0	125 000
5	mai 2007	125 000	0	125 000
6	juin 2007	125 000	0	125 000
7	juillet 2007	125 000	0	125 000
8	août 2007	125 000	0	125 000
9	septembre 2007	125 000	0	125 000
10	octobre 2007	125 000	0	125 000
11	novembre 2007	125 000	0	125 000
12	décembre 2007	125 000	0	125 000

Compte général Libellé

604100000	FOURNITURES DIVERSES LBV
604102000	FOURNITURES ELECT. LBV
604104000	FOURNITURES ATELIER LBV/
604120000	ELINGUES + MANILLES LBV
604210000	LUBRIFIANTS LBV
604270000	CARBURANTS LBV
604325000	PRODUITS D'ENTRETIEN LBV
604405000	PNEUMATIQUES LBV

Révision F2 Duplication F3

Regroupement

- A general account budget is presented for a chosen section.

10.3 - Budget printouts

10.3.1 Analytic budget for a general account

The aim here is to print out the detailed general account budget, sub-totaling each grouping (the vast majority of groupings will correspond with flash.)

Process

- Select Axis 1, Service
- Menu: Budget → Printing → Analytic by general account
- Select all analytic accounts or just some, as needed
- In the "Select accounts" tab, you must declare ranking by:
- "Account, Grouping, CompteGene"

Edition budget comptes analytiques par regroupement

Sélection comptes Sélection écritures Périodes Variables spécifiques

Filtre pré-enregistré: Par défaut

Sélection principale

Comptes de: à: 7777777777777777

Caractères joker: *

Edition des comptes - sans écriture: - soldés: ☒

Classement par: Compte, Regroupement, CompteGene

- A budget printout may be date-sensitive (calculated for a given month) with balance comparison, and apportioning of the annual budget shown in a special column. This is

set up by selection of two periods : the period up to the key month, and the period of the financial year.

The first period will be in the "Periods" tab.

Edition budget comptes analytiques par regroupement

Sélection comptes Sélection écritures **Périodes** Variables spécifiques

Périodes

Nb de périodes: 1

Date de référence

Type: DateComptable

Valeur (v0): 01/01/1981

DATES PREDEFINIES :
d0=date du jour

N°	Date début	Date fin
1	01/01/2015	30/06/2015
2		
3		
4		

The financial year will be in the "Ledger entry selection" tab.

Edition budget comptes analytiques par regroupement

Sélection comptes **Sélection écritures** Périodes Variables spécifiques

Filtre pré-enregistré: Par_défaut

Sélection principale

N° de compte: ZZZZZZZZZZZZZZZZ à: ZZZZZZZZZZZZZZZZ

Date de référence: DateComptable

Date de référence de: 01/01/2015 à: 31/12/2015

- Confirm all selections and use the CTE901S1 publishing mask

Example of a statement:

Compte 04: LIVRAISONS TCS						
Regroupement 2 (Frais de communication)						
Compte général	Budget Annuel	Budget consommé	Balance	Révision	% Budget consommé/Bu	% Budget réalisé/Balan
6281200000 (TELEPHONE MOBILE L)	4 700 004	1 175 001			25,00	0,00
6281300000 (TELEPHONE LOGTS P)	399 996	99 999			25,00	0,00
6282400000 (FRAIS FAX LBV)	300 000	75 000			25,00	0,00
6288200000 (COMMUNICAT* SATEL)	3 000 000	750 000			25,00	0,00
6288250000 (INTERNET LBV)	99 996	24 999			25,00	0,00
6288270000 (REDEVANCES RADIO)	3 219 996	804 999			25,00	0,00
TOTAL 2:	12 719 988	3 179 997			25,00	0,00
Regroupement 4 (Location matériel)						
6223200000 (LOCATIONS BUS + V)	39 750 000	9 937 500			25,00	0,00
6223610000 (LOCATIONS MATERIE)	3 180 000	795 000			25,00	0,00
TOTAL 4:	42 930 000	10 732 500			25,00	0,00
Regroupement 6 (Transport et déplacements)						
6141500000 (TRANSPORTS TERRE)	13 250 004	3 312 501			25,00	0,00

10.3.2 Analytic budget with 12 periods

This is a budget printout for all 12 periods. In this case no dates need to be selected in the "Ledger entry" and "Periods" tabs. Use the CTE901S5 publishing mask.

Example of a statement:

Regroupement Relevé	Code Fglt	Budget Janvier	Janvier	Février	Mars	Avril	Mai	Juin	Juillet	Août	Septembre	Octobre	Novembre	Décembre	Budget Annuel	Balance	%
Prestations	1	343 175 533	-184 329 916	-199 486 323	-189 096 589	-142 623 421	-57 381 064								343 175 533	-427 327 320	-124,21
Achats consommables	2	65 184 938	-37 024 340	-52 839 228	-4 969 165	-46 579 688	-25 851 161								65 184 938	-125 646 165	-192,63
Frais de communication	3	4 599 000	-1 909 000	-1 909 000	-2 835 927	-12 440 459	-2 863 359								4 599 000	-22 155 816	-483,24
Personnel « titulaire »	4	140 374 935	-57 555 562	-60 424 006	-75 857 365	-60 429 119	-66 002 629								140 374 935	-332 259 551	-236,36
Credit-bail	5	59 637 435	-9 268 161	-14 575 339	-32 528 539	-16 867 541	-10 743 068								59 637 435	-83 582 539	-139,89
Transport et déplacements	6	315 672 524	-129 348 335	-122 338 881	-155 537 562	-124 479 259	-44 579 376								315 672 524	-576 463 218	-182,61
Autres services extérieurs	7	1 500 000	-1 539 332	-4 187 255	-10 510 471	-1 127 134	-1 337 596								1 500 000	-29 519 695	-1966,64
Salaires bruts	10	439 510 000	-182 472 644	-159 829 635	-169 352 009	-151 455 557	-99 000 000								439 510 000	-615 419 832	-140,02
Heures suppl. et variable	11	162 225 917	-80 235 587	-90 773 376	-40 152 534	-44 519 448	-19 563 409								162 225 917	-563 151 406	-346,93
WOT	12	245 559 000	-64 628 514	-66 153 675	-95 687 589	-35 834 635	-49 000 245								245 559 000	-444 872 639	-181,03
Charges sociales et fis.	13	137 732 439	-48 392 323	-48 233 027	-63 795 540	-65 469 542	-4 245 655								137 732 439	-219 135 633	-159,57
Autres frais personnel	14	153 259 091	-11 004 690	-1 079 733	-11 311 651	-6 339 596	-1 914 920								153 259 091	-39 740 459	-25,92
Dotations provisions -	15	39 106 434	-1 000 000	-1 000 000	-1 000 000	-1 000 000	-1 000 000								39 106 434	-5 000 000	-12,79
Autres produits	26	10 625 004	-28 340 710	-11 782 355	-4 398 851	-4 591 755	-9 000 000								10 625 004	-60 545 585	-569,88
Autres produits financiers	32	45 599 001	-5 557 512	-6 793 822	-14 755 644	-21 979 786	-1 170 786								45 599 001	-40 877 764	-89,76
Intérêts emprunts	33	89 599 002	-119 759 606	-40 000 000	-26 544 679	-40 000 000	-40 000 000								89 599 002	-229 756 540	-256,53
Intérêts découverts	34	13 687 434	-16 504 315	-10 681 687	-2 792 143	-9 329 778	-4 515 759								13 687 434	-44 514 728	-324,42
Provisions	42	2 439 339	-1 641 343	-1 641 343	-1 641 343	-1 641 343	-1 641 343								2 439 339	-6 483 687	-266,19
TOTAL :		2 214 933 689	-628 712 597	-633 844 470	-696 763 181	-648 066 892	-291 488 910								2 214 933 689	-379 687 470	-17,15

11 - CONSOLIDATION

11.1 - Principle

Consolidation means grouping several accounting files so as to read only one with all its ledger entries. After creation of a new accounting file (called CONSO in the example herein,) ledger entries for the files to be consolidated are selected. The entries are then copied exactly.

The "Standard consolidation" module is designed for this purpose. There are a few constraints, chiefly requiring homogeneity of files to be consolidated.

If this operation is carried out monthly, it should preferably be done after validation of monthly account closure by the CFO.

11.2 - Prior checks

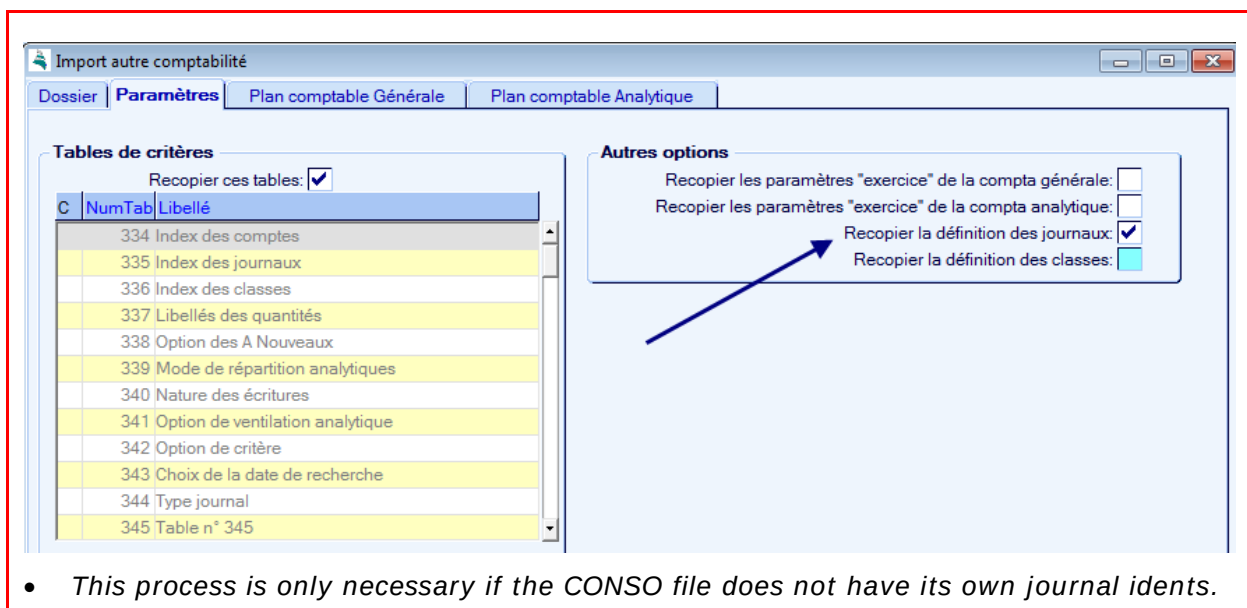
11.2.1 Journals

Files for consolidation should preferably have the same journal identifiers. This simplifies legibility of the result.

It is nevertheless necessary to create new journals in the CONSO accounting file, either manually or using the "copy settings" function.

Process

- Pull up the CONSO accounting file
- Menu: Utilities ➔ Import settings to another account

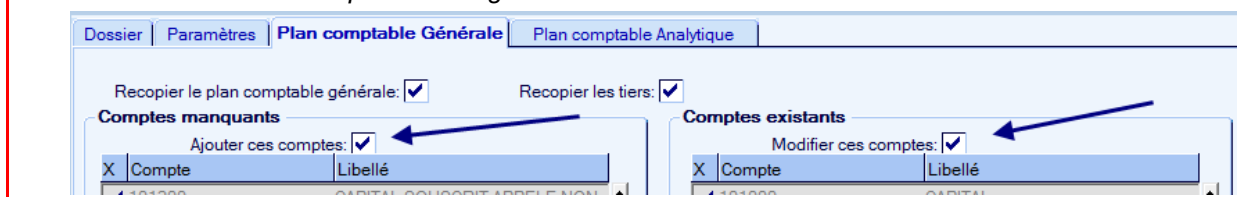


11.2.2 Accounts

Just as for journals, if new accounts have been added, do not forget to copy them over. If this is not done, new accounts will be created when ledger entries are copied.

Process

- Pull up the CONSO accounting file
- Menu: Utilities → Import settings to another account



11.2.3 Currency

All consolidation files must be in the same currency, in the same order, with the same settings.

11.3 - Consolidation of accounting records

To copy ledger entries from one accounting file to another, pull up the file to which entries will be copied (CONSO,) known as the "Destination account." The "Destination account" then fetches ledger entries from the "Origin account(s)."

This operation is carried out monthly, after:

- ⇒ Validation of the monthly closure by the CFO
- ⇒ Update of all new journals and accounts.

To perform consolidation, use the function "Consolidation / Standard consolidation." All ledger entries are transferred to the destination account. Display, modification, addition or deletion of ledger entries in the destination account (CONSO) may then be effected just as for a normal account record.

Process : choice of accounting file

- Menu: Consolidation → Consolidation → Standard consolidation
- "File" tab

- **File** : Select an origin file from the list.
- **Compta** : Select an account from the file (a file may include more than one account)
- **Financial year** : Set the year ledger entries are to be taken from.

Process : choice of journals

- "Data" tab
- Left-hand pane: select all journals to be consolidated.
- Verify that all origin journals (in blue) correspond with destination journals (in green.) Their codes must correspond, but their ID numbers may differ. If so, they must be reconciled.

- **Line items** : In the origin account, select line items for consolidation. Then in the destination account, select "gateway" or "daybook" as the case may be.
- **Option to change account**: Leave "Origin account" selected.
- **Date ranges**: Select the date limits for ledger entries to be consolidated (do this monthly, for ease of checking and to have fewer entries to copy.)

Process : exchange rates

- "Currency" tab

Table des équivalences

<-----Compta d'origine----->			<-----Compta destination----->		
Devise	Libellé	Do Cv	Devise	Libellé	Do Cv
0	FRF		0	FRF	
1	EURO		1	EURO	
2	CFA	✓	2	CFA	✓
3	---		3	DM	
4	---		4	USD	

Conversion des montants en devise dossier

Uniquement si la devise dossier de la compta origine est différente de la devise dossier de la compta de destination.

Conversion à partir de: Devise dossier

Selon: Table de change dossier en cours appliquée à date comptable

Conserver les devises de saisie ? ☒

Si l'option 'Conserver les devises de saisie' est cochée, toutes les devises d'origines doivent également exister dans la compta de destination !

- **Left-hand pane:** Verify that the blue and green columns are identical. If there is a currency equivalent, it must be the same in both records.
- **Conversion as of:** Leave "Account currency" selected. Since consolidation is done using the same currency, also leave "Conversion table from the record at the accounting date" selected.
- **Preserve the on-screen currency?:** Leave this checked.

11.4 - Checks

At completion of consolidation, it is possible to run a check on the number of items copied and the cumulative centralizer of the accounting records consolidated. It is preferable to run such checks after every consolidation operation rather than at the end of a financial period or year.

When displaying journals, the number of line items per period and per statement is seen as soon as a journal is selected.

11.5 - Closure of a consolidated account

To reconcile "carry-forwards" of a consolidated account, perform a normal closure from financial year N-1 to the new year N.

12 - MAGELLAN & GROUP PRINTOUTS

Refer to the specific instructions for these operations.